

ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

RECIPROCAL PROVISIONAL TEACHING CERTIFICATE

AN ARIZONA RECIPROCAL PROVISIONAL CERTIFICATE MAY BE ISSUED WITH A VALID COMPARABLE ELEMENTARY, SECONDARY OR SPECIAL EDUCATION CERTIFICATE FROM ANOTHER STATE.

- **All Requirements for the Reciprocal Provisional Certificate must be met.** Certificate is valid for one year and is not renewable.
1. Completed *Application for Certification* with a \$60 money order, cashiers check or personal check **ONLY**, made payable to the Arizona Department of Education (ADE). Fees are not refundable. **Cash will not be accepted.**
 2. A Bachelor's degree or higher from an accredited institution. Official transcript(s) required, photocopies will not be accepted.
 3. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279. If fingerprinted in an approved state (listed below), proof of application for a Fingerprint Clearance Card and a **signed testament form** (on page 2) are required.

Approved states for fingerprints only:

Alabama	Georgia	New Mexico	Vermont
Arkansas	Idaho	North Dakota	Washington
California	Minnesota	Oregon	Wisconsin
Colorado	Nebraska	South Carolina	Wyoming
Florida	Nevada	Utah	

4. A valid, comparable out-of-state teaching certificate from any other state in the United States. Please submit the original or a notarized copy.
- **Requirements 5-7 must be met before the issuance of any other certificate:**

Professional knowledge and subject knowledge assessments shall be waived for applicants who hold a current certificate from the National Board for Professional Teaching Standards.

5. A passing score on the Professional Knowledge portion of the Arizona Educator Proficiency Assessment. The Professional Knowledge assessment shall be waived for applicants with **three years** of verified full-time teaching experience. The **three years** experience must have been completed during the last valid period of the out-of-state teaching certificate. (At time of application, please submit a letter on official letterhead from District Superintendent or Personnel Director to verify teaching experience.) **Verification to waive the Professional Knowledge Exam must be submitted at time of application.**
 6. A passing score on the Subject Knowledge portion of the Arizona Educator Proficiency Assessment. The Subject Knowledge assessment shall be waived for applicants who hold a Master's degree or higher in the subject area to be taught. Degree must be posted on official transcripts at time of application. (Official transcripts reflecting the Master's degree in the subject area required.) **Verification to waive the Subject Knowledge Exam must be submitted at time of application.**
 7. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
- NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have **three years** under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on history, government, social studies, citizenship, law, or civics, you have **one year** to fulfill the requirement.
1. Arizona Constitution (a college course or the appropriate examination).
 2. U.S. Constitution (a college course or the appropriate examination).

CURRENT REQUIREMENTS TO CONVERT A RECIPROCAL TEACHING CERTIFICATE TO A TWO-YEAR PROVISIONAL TEACHING CERTIFICATE

- **All Requirements for the Provisional Certificate must be met.**
1. Completed *Application to Convert a Reciprocal to a Provisional Certificate* with a money order, cashiers check or personal check **ONLY** for the amount due, made payable to the Arizona Department of Education (ADE). **Fees are not refundable. Cash will not be accepted.**
 2. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.
 3. A passing score on the Professional Knowledge and Subject Knowledge portions of the Arizona Educator Proficiency Assessments indicated on the Reciprocal Teaching Certificate (if applicable).

*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.

TESTAMENT FOR FINGERPRINT RECIPROCITY

Approved states for fingerprints only:

Alabama	Georgia	New Mexico	Vermont
Arkansas	Idaho	North Dakota	Washington
California	Minnesota	Oregon	Wisconsin
Colorado	Nebraska	South Carolina	Wyoming
Florida	Nevada	Utah	

I certify that I have been fingerprinted in _____.

I have enclosed the proof (pink or yellow copy) of the Fingerprint Clearance Card application sent to the Arizona Department of Public Safety for a fingerprint clearance card (plastic).

Social Security Number: _____ - _____ - _____
(For identification purposes only)

Date

Applicant's Signature

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